

27 August 1953

OPM 20-655-3  
PERSONNEL DIRECTOR MEMORANDUM NO. 68-53

SUBJECT: Procedure for Handling Cases Involving Mental Disability

1. Effective immediately, the following procedure which has been agreed to by the Medical Office will be followed in cases involving known or suspected mental disability, whether originating abroad or in this country:

a. The Medical Office has full medical responsibility in such cases and will initiate and expeditiously carry out all medical action deemed necessary by the Chief, Medical Staff.

b. The Medical Office will immediately notify appropriate officials of the Security Office and the Personnel Office of such cases. In addition, if an immediate legal problem is apparent, the General Counsel's Office will be notified.

*ICD 37-5*  
c. The Chief, ~~Employee Services Division~~ will immediately assume responsibility for all administrative aspects of such cases, including notification to the appropriate operating office and to the family of the affected individual. The Chief, Employee Services Division will also be responsible for necessary coordination between CIA activities involved, and will, as appropriate, apprise the Personnel Director of the progress and final disposition of each such case.

d. Any conflict between the Security Office and the Medical Office relative to interim handling and medical disposition of a mental disability case will be referred to the Deputy Director (Administration) for determination.

  
Acting Personnel Director

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CONFIDENTIAL

*See also  
OPM 22-53  
5/17/53*